

Peter Brown

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September 1, 2023

Alana Mauger, Editor
ProMedia Publishing Company
Valley Forge Business Campus
2490 General Armistead Avenue Ste. 102
West Norriton, PA 19403

Dear Ms. Mauger:

I am writing in response to your ad in today's *Philadelphia Inquirer* for an Editorial Assistant.

For more than five years I was on the editorial staff of the largest weekly in Philadelphia, *The Welcomat* which is now *Philadelphia Weekly*.

I was the Copy Editor, Production Manager, Music Editor, and Associate Editor, in addition to being their popular music columnist for eleven years.

For the five years I worked in the office, virtually every article passed through my hands, and all editorial copy was input into the system by me either by scanning or typing, originally on a Microtek Typesetter and then on a MAC. All articles were edited in MS Word and then imported into Quark for layout.

In recent years, I have worked as a freelance proofreader and editor for advertising agencies, financial institutions, and most recently the International Reading Association.

My resume is included in this computer-generated fax.

Thank you for your consideration. I look forward to your response.

Sincerely,

Peter Brown

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- Professional** Proofreader, *Like A Bullet of Light*, Helter Skelter Publishing, London.
- Experience:** Proofreader, Elkman Alexander, Vanguard Financial, APL, IRA, others, 1997-present.
Proofreader, *Philadelphia Forum*, June 1996 to January 1997.
Associate Editor, *The Welcomat*, Philadelphia, PA. June 1994 to October 1994.
Music Editor, *The Welcomat*, August 1993 to June 1994.
Copy Editor, *The Welcomat*, January 1989 to October 1994.
- Columnist:** *The Welcomat*, 1983 to October 1994.
Big Shout Magazine, 1990 to 1992.
East Coast Rocker, (now the *Aquarian Weekly*), February 1988 to November 1989.
- Contributor:** *All Music Guide*
Western Daily Press, England
Isis Magazine, England
Parking Meter, Germany
Bob Dylan.com (<http://bobdylan.com>)
The Band (<http://theband.hiof.no>)
Lynx: Poetry from Bath (<http://www.bath.ac.uk/~exxdgdc/lynx.html>)
The Philadelphia Inquirer
Fine Times Magazine
ElectriCity
WXPN Radioguide
Philadelphia Drummer
Sing Out! Magazine
- Related Experience:** Production Manager: *The Welcomat*, November 1991 to July 1993.
Faculty Member: Philadelphia Music Foundation Seminar IV, 1991.
Disc Jockey/Programmer: WXPN-FM, Philadelphia, PA (1976 to 1980).
WFMU, East Orange, NJ (1967).
- Computer Freelance Skills:** Windows 98; MAC, MS Word; Lotus WordPro; Lotus Approach, Lotus Graphics; Microsoft Publisher; Quark; Omnipage; Power Point.

